

NNM09277065J

CONTRACT/RFP

EXHIBIT NUMBER

J-2

ATTACHMENT NUMBER

Enterprise Applications Service Technologies (EAST)

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Contractor

CONTRACTOR

May 13, 2009

DATE

National Aeronautics and
Space Administration

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.		
DOCUMENT CHANGE LOG					NO. ISSUE		
					1293 Draft RFP		
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 05-13-09		SUPERSEDING:	PAGE:
AUTHORITY (DPD Revision)	PORTION AFFECTED - PAGE NO./NO.				REMARKS		
	INTRO	SGR	DRL	DRD			

1.0 INTRODUCTION

1.1 Scope: Subject to the Rights in Data clause, this Data Procurement Document (DPD) sets forth the data requirements in each Data Requirements Description (DRD) and shall govern that data required by the DPD for the contract. The contractor shall furnish data defined by the DRD's listed on the Data Requirements List (DRL) by category of data, attached hereto, and made a part of this DPD. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this DPD. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause, that clause shall take precedence over the DPD, consistent with clause FAR 52.215-8.

1.2 DPD Description: This DPD consists of a Document Change Log, an Introduction, a Statement of General Requirements, DPD maintenance procedures, a DRL, and the DRD's.

1.2.1 General Requirements: The general requirements, as specified in paragraph 2.0 of this DPD, prescribe those requirements applicable to the preparation, maintenance, and delivery of data that are better defined in aggregate than in the individual DRD's.

1.2.2 Data Requirements List (DRL): Throughout the performance of the contract, the DRL provides a listing by data category of the data requirements of the DPD.

1.2.3 Data Requirements Descriptions (DRD's)

1.2.3.1 Each data requirement listed on the DRL is given complete definition by a DRD. The DRD prescribes content, format, maintenance instructions, and submittal requirements.

1.2.3.2 For the purpose of classification and control, DRD's of this DPD are grouped into the following broad functional data categories:

<u>CATEGORY SYMBOL</u>	<u>DESCRIPTION</u>
CD	Contractual Data
CM	Configuration Management
LS	Logistics/Support
MA	Management
QE	Quality Engineering
SA	Safety

1.2.3.3 The symbols representing these data categories form part of the prefix of the DRD identification number. The first numerical characters reflect the DPD number.

1.2.3.4 To facilitate the usage and maintenance of the DPD, the DRD's have been sectionalized in accordance with the above data categories.

1.2.3.5 The DRD's are filed by data category and are in alpha-numeric sequence as listed on the DRL page (or pages) that precedes the DRD's.

1.2.4 Document Change Log (DCL): The Document Change Log chronologically records all revision actions that pertain to the DPD.

1.2.5 DPD Maintenance Procedures: Maintenance procedures define the detailed methods to be employed in maintaining the DPD. Detailed maintenance procedures are specified in paragraph 3.0 of this DPD.

1.3 Data Types for Contractual Efforts: The types of data and their contractually applicable requirements for approval and delivery are:

<u>TYPE</u>	<u>DESCRIPTION</u>
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1* All issues and interim changes to those issues require written approval from the requiring organization before formal release for use or implementation.

2* NASA reserves a time-limited right to disapprove in writing any issues and interim changes to those issues. The contractor shall submit the required data to NASA for review not less than 45 calendar

days** prior to its release for use. The contractor shall clearly identify the release target date in the “submitted for review” transmittal***. If the data is unacceptable, NASA will notify the contractor within 45 calendar days** from the date of submission, regardless of the intended release date***. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from NASA within 45 calendar days**.

- 3 These data shall be delivered by the contractor as required by the contract and do not require NASA approval. However, to be a satisfactory delivery, the data shall satisfy all applicable contractual requirements and be submitted on time.
 - 4 These data are produced or used during performance of the contract and are retained by the contractor. They shall be delivered only when NASA requests in writing and shall be delivered in accordance with the instructions in the request. The contractor shall maintain a list of these data and shall furnish copies of the list to NASA when requested to do so.
 - 5 These data are incidental to contract performance and are retained by the contractor in those cases where contracting parties have agreed that formal delivery is not required. However, the Contracting Officer or the Contracting Officer’s Representative shall have access to and can inspect this data at its location in the contractor’s or subcontractor’s facilities, or in an electronic database accessible to the Government.
- * Note: Type 1 and Type 2 data may be placed under NASA configuration management control when designated by NASA. CM control requires the contractor to submit Type 1 and Type 2 data updates through Engineering Change Proposals (ECPs).
- ** Note: This time limit may be tailored for individual DRD’s to meet the requirements of the procuring activity.
- *** Note: If the contractor does not identify a release target date or if the intended release date is shorter than 45 calendar days from the date of submission, the 45 calendar days review cycle stands (or the tailored Type 2 time limitation for the specific procurement).

2.0 STATEMENT OF GENERAL REQUIREMENTS

- 2.1 Applicable/Reference Documents: Documents included as applicable documents in this DPD are the issue specified in the Statement of Work, and form a part of the DPD to the extent specified herein. Applicable documents listed in Item 15.2 of a DRD are applicable only to the preparation of the deliverable documentation described by that DRD.

References to documents other than applicable documents in the data requirements of this DPD may sometimes be utilized, and shall be indicated in 13. Remarks of the DRD. These do not constitute a contractual obligation on the contractor. They are to be used only as a possible example or to provide related information to assist the contractor in developing a response to that particular data requirement.

2.2 Subcontractor Data Requirements

- 2.2.1 The contractor shall specify to subcontractors and vendors, if any, the availability source of all data required for the satisfactory accomplishment of their contracts. The contractor shall validate these requirements for documents when appropriate; where the requirement concerns other contractor data, the contractor shall provide his subcontractor or vendor with the necessary documents. All such requests shall be accomplished under the auspices of the contractor.

- 2.2.2 Reference to subcontractor data in the contractor's responses is permissible, providing the references are adequate and include such identification elements as title, number, revision, etc., and a copy of the referenced data is supplied with the response document at time of delivery to NASA.

2.3 Data Distribution, Format, Data Restriction Marking, and Transmittal

- 2.3.1 Distribution: Distribution of required documentation shall be in quantities determined by the Contracting Officer. Recipient names and email (if applicable) addresses shall be noted on a separate distribution list to be furnished by the Contracting Officer. The Contracting Officer's letter may include other information pertinent to delivery of data, as required.

2.3.2 Format

- 2.3.2.1 Electronic Format: Electronic submission of data deliverables is required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, PowerPoint or CAD drawing plot file, as appropriate. Where a single native format file is not possible, multiple files may be integrated into a single ZIP file for submission. The organization of the contents of the integrated ZIP file shall be made readily apparent to the reader, and each file within the integrated product shall be clearly identifiable and traceable within the organization of the integrated product. If files are fragmented, file names shall be labeled logically and contiguously, and the files shall be easily reassembled or merged (e.g. 1 filename, 2 filename, 2a filename, etc.). The software versions shall be confirmed prior to submittals.

- 2.3.2.2 Hardcopy Format: In addition to the electronic submittal, one hardcopy package of specific data deliverables shall be delivered to the NASA Contracting Officer for the Government contract file. This requirement is indicated in Item 15.4, Format of each DRD. The hardcopy package shall consist of the contractor's Transmittal Memo and one copy of the data deliverable.

2.3.3 Data Restriction Marking

- 2.3.3.1 Data Restriction Determination and Marking Requirements: The contractor shall determine the data restriction that applies to each data deliverable and mark the data restriction on the data coversheet, or indicate the data restriction in the data transmittal package if the data format precludes identification of data restriction directly in the data. The contractor shall make a determination for each individual data deliverable item, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., "data may be export restricted"). If NASA does not agree with the contractor applied data restriction, the NASA Contracting Officer shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the "data rights" clause(s) contained in the contract.

- 2.3.3.2 Data Restriction Categories and Marking Statements: The contractor shall consider the following data restriction categories, as a minimum, and utilize specified marking statements.

If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an "ITAR Notice" as follows:

International Traffic in Arms Regulations (ITAR) Notice

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals, in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.

If data delivered under this contract is subject to the Export Administration Regulations (EAR), the data shall contain the "EAR Notice" as follows:

Export Administration Regulations (EAR) Notice

This document contains information within the purview of the Export Administration Regulations (EAR), 15 CFR 730-774, and is export controlled. It may not be transferred to foreign nationals in the U.S. or abroad without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exception is obtained/available from the Bureau of Industry and Security, United States Department of Commerce. Violations of these regulations are punishable by fine, imprisonment, or both.

If the contract contains FAR 52.227-14 *Alternate II*, the "Limited Rights Notice" may be applicable to data (other than computer software) delivered under this contract.

If the contract contains FAR 52.227-14 *Alternate III*, the "Restricted Rights Notice" may be applicable to computer software delivered under this contract.

If the contract contains FAR 52.227-20, the "SBIR Rights Notice" may be applicable to SBIR data delivered under this contract.

If the contract contains NFS 1852.237-73, a sensitive information legend may be applicable to information delivered under this contract

In accordance with the applicable data clause (e.g., FAR 52.227-14(c) or FAR 52.227-20(c)), the contractor may be able to assert a copyright claim in data delivered under this contract. When claim to copyright is made, the Contractor shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when such data are delivered to the Government.

2.3.4 Transmittal

- 2.3.4.1 Data shall be transmitted to NASA by entry into IEC, email, CD or DVD, hardcopy, or other mechanism agreed to by the Contracting Officer, COTR, and Project representatives who are responsible to receive, index, and store the data deliverables.

- 2.3.4.2 If email is used to transmit data deliverables, the email size shall be 10 Megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data which has been judged sensitive by the contractor (e.g., export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.).

- 2.3.4.3 Data Transmittal Package: Each data transmittal package shall include:

- a. Transmittal memorandum that specifies the meta-data below for each data transmittal:
 1. Contract number.
 2. Data Requirements Description (DRD) number.
 3. DRD data type (specified in Item 3 on the DRD).
 4. Submission date or milestone being satisfied.

5. Document number and revision.
 6. Document title.
 7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered.
 8. Distribution (as defined by the Contracting Officer's letter).
 9. Requested response date.
 10. Contractor assigned data restriction (export controlled, limited rights data, SBIR, restricted computer software, copyrighted, etc.) if not marked on data.
 11. NASA Records Retention Schedule (NRRS) number, if applicable. (See NPR 1441.1, NASA Records Retention Schedules)
- b. Printable electronic files or hardcopy data.
- 2.3.5 Electronic data deliverables should be transmitted directly to the MSFC Repository through the Digital Asset Manager web interface. Instructions for electronic data submittals can be found at http://cio.msfc.nasa.gov/repository/repository_submittal.html. Document submitters must register for a Documentum user account through the [NASA Account Management System](#) (NAMS). Computer-Aided Design (CAD) drawings shall be submitted in the original native vector, Hewlett-Packard Graphic Language (HPGL), and raster image formats.
- 2.4 Printing: All printing, duplicating, or binding shall be in accordance with NFS 1852.208-81, Restrictions on Printing and Duplicating. Printing of formal reports and Type 1 and 2 data in book format shall be in accordance with the following general specifications:
- a. Method of reproduction – offset/xerography.
 - b. Finished size – 8 1/2" X 11".
 - c. Paper – 20-pound opaque bond.
 - d. Cover – Litho cover stock.
 - e. Pages shall be printed on both sides; blank pages shall be avoided when possible.
 - f. Oversize pages shall be avoided when possible, but if necessary shall be folded to 8 1/2" X 11".
 - g. Binding shall be the most economical method commensurate with the size of the report and its intended use.
- 2.5 Contractor's Internal Documents: The contractor's internal documents shall be used to meet the data requirements of this DPD unless a specific format is required by the applicable DRD.
- 2.6 Document Identification: Type 1 and 2 documents published by the contractor and submitted in response to the data requirements of this DPD shall be identified within an organized identification numbering system prescribed to NASA by the contractor and, if applicable, as approved by NASA. For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. In the front matter of each document, identify the DPD number and applicable DRD number(s) required for document preparation. Successive issues or revisions of documents shall be identified in the same manner as the basic issue and shall have appropriate change identification. Drawings and ECP's are excluded from the marking provisions of this paragraph. All Type 1 documentation, excluding configuration management requirements, shall be marked "PRELIMINARY PENDING NASA APPROVAL," and once approved shall be reissued with "APPROVED BY NASA" and the date and approval authority annotated on the cover.
- 2.7 Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request. The contractor should make sure that the references are available to NASA in a manner which does not incur delays in the use of the response document. Reference may be made, within one data submittal, to other data submittals delivered in response to this DPD in those cases where the data required by one DRD may have been delivered by the contractor in response to another DRD. The reference to previously-submitted data shall include the applicable DRD number, data submittal version date, and location within the referenced document.
- 2.8 Maintenance of Type 1 Document Submittals
- 2.8.1 Revisions of Type 1 documentation may be accomplished either by individual page revision or by a complete reissue of the document identified in accordance with requirements of 2.7 above, with the

exception of drawings (which shall be revised in accordance with contract configuration management requirements).

- 2.8.2 Individual page revisions shall be made as deemed necessary by the contractor or as directed by the Contracting Officer.
- 2.8.3 A Type 1 document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the Contracting Officer. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.
- 2.8.4 Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a technical change is made, unless the accuracy of the document is affected.
- 2.8.5 All revised pages shall be identified by a revision symbol and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated by the use of vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.
- 2.8.6 Contractor Type 1 documents shall not be submitted containing pen and ink markups which correct, add to, or change the text, unless schedule problems exist and approval is obtained in writing from the Contracting Officer. Such markups, however, shall not exceed 20 percent of the page content and shall be acceptable provided that the reproduced copies are legible. In addition, hand-drawn schematics, block diagrams, data curves, and similar charts may be used in original reports in lieu of formally prepared art work, as long as legibility of copies is not impaired. Acceptability shall be determined by the Contracting Officer.

3.0 DPD MAINTENANCE PROCEDURES

- 3.1 NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion of the DPD shall be appended. The contractor shall notify the Contracting Officer in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision to DPD is appended. In such cases, the contractor shall submit the requested changes to NASA for approval. See paragraph 3.3.1 for change procedures.
- 3.2 Contractor-Initiated Change: Contractor-proposed data requirements or proposed changes to existing requirements shall be submitted to NASA for approval.
- 3.3 DPD Change Procedures
 - 3.3.1 Changes to a contractual issue of this DPD shall be identified by NASA on the Document Change Log.
 - 3.3.2 The date of the DPD shall be entered under the "as of" block of the Document Change Log. The date that was in the "as of" block shall be entered in the "Superseding" block.
 - 3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the modification number, portions affected, and remarks. All changes to the DPD/DRDs shall be identified in the "Remarks" column.
- 3.4 DPD Reissues
 - 3.4.1 The DPD shall be reissued by NASA for each contract modification that affects the DPD and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

Enterprise Applications Service Technologies (EAST)**Data Requirements List**

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data			
1293CD-001	2	Option Decision Package	IS01
CF – Cross Functional			
1293CF-003	2	Service Asset and Configuration Management (SACM) Plan	JA000
1293CF-004	2	Release and Deployment Management (RDM) Plan	JA000
1293CF-005	3	Application Inventory (AI) Report	JA000
1293CF-006	2	Capacity Management Plan	JA000
1293CF-007	3	Service and Component Capacity Report	JA000
1293CF-008	2	Availability Management (AM) Plan	JA000
1293CF-009	3	Availability, Reliability, and Maintainability (ARM) Analysis Report	JA000
1293CF-010	2	Information Technology (IT) Service Continuity Management (ITSCM) Plan	JA000
1293CF-011	3	Interface Definition Agreement (IDA)	JA000
MA – Management			
1293MA-001	2	Risk Management Plan	QD20
1293MA-002	3	Badged Employee and Remote IT User Listing	AS50
1293MA-003	3	Contractor Employee Clearance Document	AS50
1293MA-004	3	Monthly Progress Report	IS01
1293MA-005	3	Position Risk Designation for Non-NASA Employee	AS50
1293MA-006	2	EAST Documentation/Reports Matrix	IS01
1293MA-007	1	Application Point Capacity Management Plan	IS01
1293MA-008	1	Organizational Conflict of Interest (OCI) Mitigation Plan	PS31
QE – Quality			
1293QE-001	2	Software Engineering Quality Plan	QD21
SA – Safety			
1293SA-001	2	Safety, Health, and Environmental (SHE) Plan	AS10/QD12
1293SA-002	3	Mishap and Safety Statistics Reports	QD12

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1293 ISSUE: Draft RFP</p> <p>3. DATA TYPE: 2</p> | <p>2. DRD NO.: 1293CD-001</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Option Decision Package
7. **DESCRIPTION/USE:** To provide Option Decision Package to NASA for all EAST services.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Option Decision Package ten (10) months prior to the effective date of Option.
12. **SUBMISSION FREQUENCY:** Options 1 and 2 Decision Packages ten (10) months prior to the effective date of Options 1 and 2 if Option 1 is exercised.
13. **REMARKS:** Any request for additional information will be made in writing by the Contracting Officer at least 14 days before the Option Decision Package is due. Reference is made to Clause F8, *Special Conditions Applicable to Exercise of Options 1 and 2*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.1.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Option Decision Package provides any information that will be requested by the contracting officer. The Option Decision Package will address all EAST services that are awarded to the Contractor.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Option Decision Package shall include any additional information the contractor considers relevant to NASA's decision to exercise future options.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1293 **ISSUE:** Draft RFP
2. **DRD NO.:** 1293CF-003
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Service Asset and Configuration Management (SACM) Plan
7. **DESCRIPTION/USE:** To describe the Contractor's approach for managing and protecting the integrity of Service Assets and Configuration Items.
8. **OPR:** JA000 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 60 days after effective date of the contract.
12. **SUBMISSION FREQUENCY:** One time, revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix A to Attachment J-1, Section 7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The SACM Plan provides the Contractor's proposed management approach for managing and protecting the integrity of Service Assets and Configuration Items throughout the service lifecycle.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
The SACM Plan shall include, at a minimum, the following:
 - (1) Process for identifying and maintaining Configuration Items/Service Assets (including relevant attributes, relationships, baselines and detail, and status and changes thereto) in the Government CMDB;
 - (2) Process for verifying and auditing Configuration Items and Service Assets; and
 - (3) Process for implementing corrective actions to resolve Configuration Item/Service Asset discrepancies.
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-------------------------|------------------|-------------------------------|
| 1. DPD NO.: 1293 | ISSUE: Draft RFP | 2. DRD NO.: 1293CF-004 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Release and Deployment Management (RDM) Plan
7. **DESCRIPTION/USE:** To describe the Contractor's approach for managing release packages and their constituent components and deployment into production and establishing effective use of the service(s).
8. **OPR:** JA000 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 10 days after effective date of the contract.
12. **SUBMISSION FREQUENCY:** One time, revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix A to Attachment J-1, Section 7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The RDM Plan provides the Contractor's approach for managing release packages and their constituent components and deployment into production and establishing effective use of the service(s).
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
The RDM Plan shall include, at a minimum, the following:
- (1) Process for performing RDM in coordination and collaboration with Government, I³P Contractors, and other Contractors;
 - (2) Process for notifying the Enterprise Service Desk regarding release and deployment activities;
 - (3) Process for building, testing, piloting (if required), and packaging of releases;
 - (4) Process for planning for pass/fail situations and executing a back-out plan (if required);
 - (5) Process for verifying deployment, stabilizing service(s), and closing deployment.
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|---|--|
| <p>1. DPD NO.: 1293 ISSUE: Draft RFP</p> <p>3. DATA TYPE: 3</p> <p>6. TITLE: Application Inventory (AI) Report</p> <p>7. DESCRIPTION/USE: To collect and provide an inventory of applications being used to support NASA services.</p> <p>8. OPR: JA000 9. DM: IS01</p> <p>10. DISTRIBUTION: Per Contracting Officer's letter</p> <p>11. INITIAL SUBMISSION: 60 days after effective date of the contract.</p> <p>12. SUBMISSION FREQUENCY: Annually.</p> <p>13. REMARKS:</p> <p>14. INTERRELATIONSHIP: Appendix A to Attachment J-1, Section 7</p> <p>15. DATA PREPARATION INFORMATION:</p> <p>15.1 <u>SCOPE:</u> The AI Report shall include all applications being used to support NASA services.</p> <p>15.2 <u>APPLICABLE DOCUMENTS:</u> None</p> <p>15.3 <u>CONTENTS:</u>
The AI Report shall include, at a minimum, the following:</p> <ul style="list-style-type: none"> (1) Application Name (2) Application Description / Services Provided (3) Application Component (third level portfolio from APM Hierarchy); (4) primary functionality, and if applicable, secondary functionality; (5) Total Cost: Development, Maintenance, Enhancement or Steady State to include: <ul style="list-style-type: none"> a. Hardware Costs b. Licensing Fees c. Recurring Maintenance and Support Agreement Fees d. Application Hosting Costs e. Contractor Work Year Equivalent Cost <p>15.4 <u>FORMAT:</u> Contractor format is acceptable with NASA approval.</p> <p>15.5 <u>MAINTENANCE:</u> Changes shall be incorporated by complete reissue. Update annually to maintain current with program changes.</p> | <p>2. DRD NO.: 1293CF-005</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
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DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|--|---|
| 1. DPD NO.: 1293 ISSUE: Draft RFP
3. DATA TYPE: 2

6. TITLE: Capacity Management Plan

7. DESCRIPTION/USE: To describe the Contractor's methodology and approach for managing capacity and associated performance issues.

8. OPR: JA000 9. DM: IS01

10. DISTRIBUTION: Per Contracting Officer's letter

11. INITIAL SUBMISSION: 60 days after effective date of the contract.

12. SUBMISSION FREQUENCY: One time, revise as required

13. REMARKS:

14. INTERRELATIONSHIP: Appendix A to Attachment J-1, Section 7

15. DATA PREPARATION INFORMATION:

15.1 SCOPE: The Contractor's Capacity Management Plan describes Contractor's methodology and approach for managing capacity and associated performance issues relating to both services and resources.

15.2 <u>APPLICABLE DOCUMENTS:</u> None

15.3 <u>CONTENTS:</u>
The Capacity Management Plan shall include, at a minimum, the following:

(1) Process for identifying service and component capacity including trends and profiles;
(2) Process for recommending effective use of existing capacity;
(3) Standard templates to support capacity planning;
(4) Process for coordinating and collaborating with Government, I ³ P Contractors, and other Contractors to support capacity planning;
(5) Process for providing advice on new technologies; and
(6) Process for notifying the Enterprise Service Desk regarding potential issues.

15.4 <u>FORMAT:</u> Contractor format is acceptable with NASA approval.

15.5 <u>MAINTENANCE:</u> Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes. | 2. DRD NO.: 1293CF-006
4. DATE REVISED:
5. PAGE: 1/1 |
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DATA REQUIREMENTS DESCRIPTION (DRD)

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|--|---|
| 1. DPD NO.: 1293 ISSUE: Draft RFP
3. DATA TYPE: 3

6. TITLE: Service and Component Capacity Report

7. DESCRIPTION/USE: To collect and provide service and component capacity data showing trends and utilization.

8. OPR: JA000 9. DM: IS01

10. DISTRIBUTION: Per Contracting Officer's letter

11. INITIAL SUBMISSION: 10 business days following completion of the first monthly reporting period.

12. SUBMISSION FREQUENCY: Monthly within 10 business days after the end of each calendar month.

13. REMARKS:

14. INTERRELATIONSHIP: Appendix A to Attachment J-1, Section 7

15. DATA PREPARATION INFORMATION:

15.1 <u>SCOPE:</u> The Service and Component Capacity Report provides monthly data showing capacity utilization, volumes, and historical trends against forecasts and baselines.

15.2 <u>APPLICABLE DOCUMENTS:</u> Appendix 1 to Attachment J-1, Section 7

15.3 <u>CONTENTS:</u>
The Service and Component Capacity Report shall include, at a minimum, the following: <ul style="list-style-type: none"> (1) Results of performance monitoring, service capacity analysis, and service performance tuning; (2) Current, historical, and projected capacity thresholds; (3) Reporting against Government established standards and metrics; (4) Results of formal reviews of projected capacity requirements; (5) Capacity and performance trends and volumes against forecasts and baselines; (6) Results of prototyping and sizing exercises; and (7) Testing and sizing models for capacity impacts; | 2. DRD NO.: 1293CF-007
4. DATE REVISED:
5. PAGE: 1/1 |
|--|---|
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** None required.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|--|---|
| 1. DPD NO.: 1293 ISSUE: Draft RFP
3. DATA TYPE: 2

6. TITLE: Availability Management (AM) Plan

7. DESCRIPTION/USE: To describe the Contractor's methodology for managing all availability-related issues, relating to both services and resources, ensuring that availability targets in all areas are measured and achieved.

8. OPR: JA000 9. DM: IS01

10. DISTRIBUTION: Per Contracting Officer's letter

11. INITIAL SUBMISSION: 60 days after effective date of the contract.

12. SUBMISSION FREQUENCY: One time, revise as required

13. REMARKS:

14. INTERRELATIONSHIP: Appendix A to Attachment J-1, Section 7

15. DATA PREPARATION INFORMATION:

15.1 <u>SCOPE:</u> The AM Plan provides the Contractor's proposed approach for managing availability of services and systems.

15.2 <u>APPLICABLE DOCUMENTS:</u> None

15.3 <u>CONTENTS:</u>
The AM Plan shall include, at a minimum, the following: <ul style="list-style-type: none"> (1) Process for managing product and service availability; (2) Process for notifying the Enterprise Service Desk regarding potential issues; (3) Process for defining availability, reliability, and maintainability (ARM) targets and measures; and aligning measures with underpinning service agreements; (4) Process for establishing service metrics, and tools for measuring and monitoring ARM and associated changes; (5) Process for conducting analysis for compliance to ARM Service Levels; (6) Process for assisting in identifying, investigating and resolving service availability issues; (7) Process for collecting and analyzing ARM data; (8) Process for complying with ARM Service Levels; (9) Process for evaluating availability improvement opportunities and associated costs; (10) Process for Meeting Government design and architecture standards, end-to-end service availability requirements and continuity plans; (11) Process for supporting end-to-end availability validation test plans; and (12) Process for planning and scheduling downtime. | 2. DRD NO.: 1293CF-008
4. DATE REVISED:
5. PAGE: 1/1 |
|--|---|
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1293 **ISSUE:** Draft RFP
2. **DRD NO.:** 1293CF-009
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Availability, Reliability, and Maintainability (ARM) Analysis Report
7. **DESCRIPTION/USE:** To collect and provide Availability, Reliability, and Maintainability data showing service availability historical trends, including service and component failure results and compliance with Service Level Agreements.
8. **OPR:** JA000 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 10 business days following completion of the first monthly reporting period.
12. **SUBMISSION FREQUENCY:** Monthly within 10 business days after the end of each calendar month.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix A to Attachment J-1, Section 7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The ARM Analysis Report provides data showing service availability, historical trends, including service and component failure results and compliance with Service Level Agreements.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
The ARM Analysis Report shall include, at a minimum, the following:
 - (1) Service availability issues, investigative results, and resolution status;
 - (2) Historical trends showing service and component failure results (e.g., uptime statistics, Mean Time Between Failures/frequency of outage, and Mean Time to Repair/duration of outage); and
 - (3) Historical trends showing compliance with Service Level Agreements;
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** None required.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1293 **ISSUE:** Draft RFP
2. **DRD NO.:** 1293CF-010
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Information Technology (IT) Service Continuity Management (ITSCM) Plan
7. **DESCRIPTION/USE:** To describe the Contractor's method for establishing and maintaining ongoing recovery capability for required IT services and their components.
8. **OPR:** JA000 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 60 days after effective date of the contract.
12. **SUBMISSION FREQUENCY:** Annually.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** Appendix A to Attachment J-1, Section 7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The ITSCM Plan provides the Contractor's proposed management approach for establishing and maintaining ongoing recovery capability for IT services and their supporting components.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
The ITSCM Plan shall include, at a minimum, the following:
 - (1) Process for managing product and service continuity;
 - (2) Process for notifying the Enterprise Service Desk regarding potential issues;
 - (3) Process for identifying contingency options and impact mitigation actions and strategies;
 - (4) Process for enabling the effective identification, analysis, and management of risk responses;
 - (5) Process for development, production, testing, maintenance, and training of the Plan;
 - (6) Process, including criteria, for invoking the Plan, executing recovery plans, restoring Service to normal operation, and leading and/or coordinating recovery efforts;
 - (7) Process for testing and documenting results of disaster recovery testing; and
 - (8) Process for identifying required ITSCM contingency services that impact the required IT services;
- 15.4 **FORMAT:** Contractor format is acceptable with NASA approval.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by complete reissue. Update annually to maintain current with program changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| 1. DPD NO.: 1293 ISSUE: Draft RFP
3. DATA TYPE: 3

6. TITLE: Interface Definition Agreement (IDA)

7. DESCRIPTION/USE: To collect and provide data showing interface requirements between Government and Contractor provided computer systems.

8. OPR: JA000 9. DM: IS01

10. DISTRIBUTION: Per Contracting Officer's letter

11. INITIAL SUBMISSION: 60 days after effective date of the contract.

12. SUBMISSION FREQUENCY: One time, revise as required.

13. REMARKS:

14. INTERRELATIONSHIP: Appendix A to Attachment J-1, Section 7

15. DATA PREPARATION INFORMATION:

15.1 SCOPE: AN IDA is required whenever a Contractor chooses to use a non-Government computer system to support their provision of services, e.g., Change Management, Incident Management, Request Management, Problem Management, and Service Asset and Configuration Management.

15.2 <u>APPLICABLE DOCUMENTS:</u> None

15.3 <u>CONTENTS:</u>
The IDA shall include, at a minimum, the following:

(1) A short description of the computer systems being addressed;
(2) Cross reference matrix of Government to Contractor data elements, e.g., name, size, format, description, and relationship;

15.4 <u>FORMAT:</u> Contractor format is acceptable with NASA approval.

15.5 <u>MAINTENANCE:</u> Changes shall be incorporated by complete reissue. Update as required to maintain current with program changes. | 2. DRD NO.: 1293CF-011
4. DATE REVISED:
5. PAGE: 1/1 |
|---|---|

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1293 **ISSUE:** Draft RFP
3. **DATA TYPE:** 2
6. **TITLE:** Risk Management Plan
7. **DESCRIPTION/USE:** To provide a baseline document for planning, management, control, and implementation of the contractor's risk management program.
8. **OPR:** QD20 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Risk Management Plan, Risk List, Analysis, and Tracking Report - 90 days after Authority to Proceed (ATP). Lessons Learned Search Reports and Lessons Learned Submittals – due at each milestone.
12. **SUBMISSION FREQUENCY:** Shall update and submit Risk List, Analysis, and Tracking Report in accordance with the NASA Project Risk Management Plan, every 30 days (monthly). Shall update Plan as required. Lessons Learned Search Reports and Lessons Learned Submittals shall be due at each subsequent major milestone and as appropriate throughout the project lifecycle.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Agency's risk management process addresses risk-informed decision making and continuous risk management.
- 15.2 **APPLICABLE DOCUMENTS:**

MWI 7120.6 NPR 7120.7 NPR 8000.4	<i>Program/Project Continuous Risk Management NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements Risk Management Procedural Requirements</i>
--	--
- 15.3 **CONTENTS:** The Risk Management Plan shall specify how the contractor will satisfy the risk management requirements of NPR 8000.4 and MWI 7120.6. The Risk List shall identify both risks to decision alternatives and implementation risks of the selected alternative, with regards to one or more of the following as appropriate to the focus of the contractor's organization unit: technical performance, schedule, budget, safety, compliance, and capability. The Risk List shall include internal and external sources of risk information, risk categories, severity, and status. The status is updated per the submission frequency (Item 12 above).

The Risk List shall identify program risks with regards to budget, cost, safety, schedule, and technical risks.

DRD Continuation Sheet

TITLE: Risk Management Plan

DRD NO.: 1293MA-001

DATA TYPE: 2

PAGE: 2/2

15. **DATA PREPARATION INFORMATION (CONTINUED):**

The Risk Analysis shall contain the following data: 1) References to source data for identified risk areas such as test data, lessons learned, Failure Modes Effects Analysis (FMEA), hazard analysis and technical analysis; 2) Catalog of all program/project risks; 3) Risk evaluation data that identifies the impact, probability and time frame for each risk; 4) Risk classification and prioritization data.

The Risk Tracking Report shall contain the following data: 1) Status of all risks and risk metrics; 2) Risk mitigation plans and verification of completed mitigation plans; 3) Risk decision summaries that will document re-planning of unsuccessful mitigation plans and risk acceptance/closures.

Lessons Learned Search Reports shall specify how the contractor has satisfied the requirements of NPR 7120.7 by incorporating lessons learned. They shall contain the following data: 1.) Guidelines used to determine relevant searches; 2.) Details of searches that were performed, together with accompanying rationale; 3.) A list of relevant articles returned, source, and relevance to the project; and 4.) How the project plans to incorporate relevant lessons learned.

Lessons Learned Submittals shall include: 1.) Description of the driving event; 2.) Description of the lessons learned and any corrective action that may have resulted; 3.) Recommended changes to specifications or procedures.

15.4 **FORMAT:** Contractor format is acceptable unless specified by the Program Risk Management Plan.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | |
|---|---|
| <p>1. DPD NO.: 1293 ISSUE: Draft RFP</p> <p>3. DATA TYPE: 3</p> | <p>2. DRD NO.: 1293MA-002</p> <p>4. DATE REVISED:</p> <p>5. PAGE: 1/1</p> |
|---|---|
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
- | | |
|---------------------|--------------------|
| 8. OPR: AS50 | 9. DM: IS01 |
|---------------------|--------------------|
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy each shall go to MSFC's Protective Services Office and Facilities Planning and Business Management Office.
11. **INITIAL SUBMISSION:** During Phase-In, no later than 30days after the initiation of Phase-In activities.
12. **SUBMISSION FREQUENCY:** Formal update quarterly and all submissions will be encrypted via email or on CDs as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.
13. **REMARKS:** Reference is made to Federal Acquisition Regulation (FAR) Clause, FAR 52.215-2, *Audit and Records--Negotiations* (June 1999), NPR 1600.1, *NASA Security Program Procedural Requirements*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.4.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Badged Employee and Remote IT User Listing provides NASA with a list of all MSFC badged contractor employees, as well as, any contractor remote IT users who will have access to the MSFC IT system.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Badged Employee and Remote IT User Listing shall contain the data identified in Attachment A.
- 15.4 **FORMAT:** Contractor format shall be submitted via Attachment A.
- 15.5 **MAINTENANCE:** None required

ATTACHMENT A**COMPANY NAME:****CONTRACT NUMBER:****CONTRACT EXPIRATION DATE:****COMPANY POINT OF CONTACT:****PHONE NUMBER:****EMAIL ADDRESS:****NASA PROJECT MANAGER (SPONSOR) OR COTR:****ORGANIZATION CODE:****PHONE:****EMAIL:**

LAST NAME	FIRST NAME (Given Name at Birth)	MIDDLE NAME (Given Name at Birth)	SOCIAL SECURITY NUMBER (Last 4 Digits Only)	DATE OF BIRTH	PLACE OF BIRTH (City, State)	DUTY POSITION	DUTY LOCATION (Bldg/Room)	SHIFT ASSIGNMENT	SUPERVISOR'S NAME

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1293 | ISSUE: Draft RFP | 2. DRD NO.: 1293MA-003 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Contractor Employee Clearance Document
7. **DESCRIPTION/USE:** To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.
8. **OPR:** AS50 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Immediately when the access is no longer needed
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4.7
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Employee Clearance Document shall contain all the information required by MSFC Form 383-1.
- 15.4 **FORMAT:** MSFC Form 383-1, "Contractor Employee Clearance Document".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1293 | ISSUE: Draft RFP | 2. DRD NO.: 1293MA-004 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Monthly Progress Report
7. **DESCRIPTION/USE:** To provide visibility to contractor and MSFC project management of actual and potential problems and progress toward meeting the technical and schedule requirements.
8. **OPR:** CS40 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than 15 days after the first full month of performance after the effective date of the contract.
12. **SUBMISSION FREQUENCY:** 10 days following the end of each month
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Monthly Progress Report provides data for the assessment of monthly cost, technical and schedule progress.
- 15.2 **APPLICABLE DOCUMENTS:**
- 15.3 **CONTENTS:** The Monthly Progress Report shall contain the following:
- a. Work accomplished for current reporting period, including a report of overall technical and schedule performance against Critical Service Levels and Key Performance Indicators.
 - b. Overview of activities planned for upcoming releases
 - c. Overview of activities being performed within PWS 3.1 and PWS 3.2 across the Lines of Business, including number of Application Points completed in prior reporting period, current workload capacity, and supporting detail in accordance with Application Point Capacity Management Plan.
 - d. Overview and rationale of service credits or debits applied during previous period
 - e. Current obstacles which impede performance or impact program schedule or price, and proposed corrective actions.
 - f. Overview of existing knowledge gaps, across all Delivery Functions and Lines of Business, and plan of action for addressing each gap.
 - g. Review of PWS 4.0 milestones.
 - h. Other information to assist the Government in evaluating the contractor's price, technical and schedule performance, innovative processes and overall quality of work.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1293 | ISSUE: Draft RFP | 2. DRD NO.: 1293MA-005 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Position Risk Designation for Non-NASA Employee
7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.
8. **OPR:** AS50 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to MSFC Protective Services Office.
11. **INITIAL SUBMISSION:** During Phase-In, no later than 30days after the initiation of Phase-In activities.
12. **SUBMISSION FREQUENCY:** Update as personnel or position changes occur
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.4.8
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**
 NPR 1600.1 *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee shall contain all the information required by NASA Form 1760 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** NASA Form 1760, "Position Risk Designation for Non-NASA Employee".
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1293 | ISSUE: Draft RFP | 2. DRD NO.: 1293MA-006 |
| 3. DATA TYPE: 2 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/3 |
6. **TITLE:** EAST Documentation / Reports Matrix
7. **DESCRIPTION/USE:** To provide necessary documentation and reports for effectively managing the EAST contract.
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** See Attachment 1.
12. **SUBMISSION FREQUENCY:** See Attachment 1.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** See Attachment 1.
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Documentation and reports will cover scope as defined in Attachment 1.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Specific documentation requirements are detailed in Attachment 1.
- 15.4 **FORMAT:** Contractor format is acceptable with COTR approval. See Attachment 1, EAST Documentation/Reports Matrix, for specific format requirements.
- 15.5 **MAINTENANCE:** Revisions made periodically to reflect current information.

ATTACHMENT 1 – EAST Documentation / Reports Matrix

Documentation	PWS Paragraph	Initial Submission	Frequency	Data Type	Format	Content
Service Level Metrics Report	5.1.1.2	30 Days after Effective Date of the Contract	Monthly w/Invoice	2	Electronic	Contractor shall be responsible for providing data to support Government reporting of Service Level Standards in accordance with Attachment J-4 – Service Level Standards.
Monthly Price Report	2.2.1	30 Days after Effective Date of the Contract	Monthly w/Invoice	2	Hardcopy and Electronic	<p>Monthly report containing:</p> <p>Price for Application Maintenance (PWS 3.1) activities by Application by Line of Business (LoB); Application Enhancement (PWS 3.2) activities by Application by LoB; and each individual IDIQ Task Order open during the reporting period.</p> <p>All ARCs and RRCs for PWS 3.2 shall be individually noted.</p> <p>All price deductions associated with failure to meet any Service Levels shall be individually noted.</p> <p>Any other price deviation shall be noted with supporting documentation.</p>
Technology Roadmaps	2.5.4	180 Days after Effective Date of the Contract	Semi-Annually	2	Hardcopy and Electronic	Overview, by Line of Business, of current state of technology and application platforms in relation to industry standards and trends. Recommendations for technology investments—to include investment type and timeline--that would result in NEACC optimization and improved service. The Technology Roadmaps shall examine offerings at the NEACC and recommend new technologies, upgrades, or designs to better accommodate the needs of the broader user community, as well as to reduce total cost of ownership and/or reduce risks of unsupported technology.

Integrated Landscape View Report	5.1.3.6	60 Days after Effective Date of the Contract	Monthly	2	Hardcopy and Electronic	Documentation describing a high-level holistic view of each integrated environment by the following Line of Business categories: Business Systems, Product Lifecycle Management (PLM), Identity, Credentialing and Access Management (ICAM). Content will include: integrated environment inventory and owner, integrated environment usage roadmap, and backlog/look ahead view of planned activity.
Configuration Management Database (CMDB) Report	5.1.6.2	180 Days after Effective Date of the Contract	Semi-Annually	2	Hardcopy and Electronic	Report containing the following: list and total count of NEACC configurable items that are eligible for inclusion in the CMDB, list and total count of NEACC eligible configurable items that are already adequately captured in the CMDB, list and total count of NEACC eligible configurable items that are not yet adequately captured in the CMDB
Monthly Task Order Progress Report	2.2.2	As specified in Task Order	As specified in Task Order	2	Hardcopy and Electronic	As a minimum, the reports shall contain the following information: (1) Contract number, task order number, and date of the order. (2) Task ceiling price. (3) Milestones/deliverables met to date for each issued task. (4) Milestones/deliverables required to complete each issued task. (5) Significant issues/problems associated with a task. (6) Price summary of the status of all tasks issued under the contract.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1293 | ISSUE: Draft RFP | 2. DRD NO.: 1293MA-007 |
| 3. DATA TYPE: 1 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/2 |
6. **TITLE:** Application Point Capacity Management Plan
7. **DESCRIPTION/USE:** Documentation describing the Application Point Capacity Management Plan
8. **OPR:** IS01 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary with Proposal
12. **SUBMISSION FREQUENCY:** Annually, or as updates are applied
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 3.1.4, 3.2.9, 3.2.10 and 5.1.2.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Documentation describing the Application Point Capacity Management Plan, including assignment of Application Points, Application Point Burn Down method, and capacity forecasting and management.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** Documentation describing the Application Point Capacity Management Plan, to include: approach for assessing Application Points associated with each PWS Section 3.0 incident or request, for tracking burn down of Application Points accomplished for any given request over time, for demonstrating the completion of Application Points of both completed requests and requests still in process, and for providing GOVERNMENT with continuous visibility into available delivery capacity, and proposed method for providing information in support of the monthly invoice.

The Application Point Capacity Management Plan must address the areas shown in Section 1.2 of Attachment **J-6**, *Application Point Requirements* and provided for ease of reference below.

Application Point Burn Down Guidelines

The goal of work performed within the NEACC factory is to provide business value to end-users by deploying successfully completed service requests. While management of NEACC factory capacity and the EAST contract requires the tracking of Application Point burn down, the focus of work should not be solely on burning down points, but rather on delivering business value in the form of completed and fully deployed functionality.

1. Burn Down Should Be Tied to Milestones

The burn down of points should coincide with milestones that occur along the path to delivering the completed service request. Since the delivery of business value—through working application functionality—is of higher value than the accomplishment of tasks, it is preferred that the milestones used to track burn down be tied to delivered, working, tested application components rather than to phases in a Software Development Lifecycle. For example, a milestone that tracks a functional or product owner's satisfaction with a successfully completed user story is better than a milestone that tracks software design completion.

DRD Continuation Sheet

TITLE: Application Point Capacity Management Plan

DRD NO.: 1293MA-007

DATA TYPE: 1

PAGE: 2/2

15.3 **CONTENTS:**

2. Point Adjustments May Be Necessary

a. Replenishing Points to an In-Process Request

Situations will arise in which a service request may need to have additional Application Points added to it after it is already in process. This situation can occur, for example, if the request is partially completed, but a functional review results in new, or refined, requirements or specifications that require re-work or work that was not accounted for in the original complexity assessment. This situation can also occur if, during work on the request, it becomes evident that the request is of a higher complexity than originally assessed.

b. Lowering of Points to an In-Process Request

Situations will arise in which a service request may need to have a reduction of Application Points after it is already in process. This situation can occur, for example, if the request is partially completed, but a functional review results in deleted requirements or specifications that reduces the original complexity assessment. This situation can also occur if, during work on the request, it becomes evident that the request is of a much lower complexity than originally assessed.

3. Applying Lessons Learned to Application Point Assessments

Periodic review of Application Point assessments should be conducted to ensure that the assessment model utilized reflects the capacity and velocity of the factory. As lessons learned are applied and learning curves are improved, adjustments to the assessment model may be required.

4. Points Reserved for Completion

Regardless of how many Application Points have been burned down in association with a service request, the full value of a service request is not realized until the request is complete (and successfully deployed). To avoid a situation where all Application Points have been burned down—and therefore earned—but where the service request remains incomplete, there must be a mechanism for reserving a percentage of the service request's overall Application Points so that they can only be burned down upon successful completion of the service request.

15.4 **FORMAT:** Contractor format is acceptable with COTR approval.

15.5 **MAINTENANCE:** Revisions made periodically to reflect current information.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1293 **ISSUE:** Draft RFP
2. **DRD NO.:** **1293MA-008**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Organizational Conflicts of Interest (OCI) Mitigation Plan
7. **DESCRIPTION/USE:** To demonstrate to the Government that the contractor will mitigate organizational conflicts of interest and ensure that the contractor provides unbiased, impartial advice and adequately protects sensitive data.
8. **OPR:** PS31 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Draft during Phase-in, no later than 30 days after the beginning of the Phase-in period.
12. **SUBMISSION FREQUENCY:** Final due 10 days after the effective date of the contract, update as required.
13. **REMARKS:** Reference is made to 1852.237-72, *Access to Sensitive Information*; 1852.237-73, *Release of Sensitive Information*.
14. **INTERRELATIONSHIP:** PWS paragraph 2.4.9
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflicts of Interest (OCI) Mitigation Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated, especially when using subject matter experts or technical experts connected to any prime contractor or subcontractor performing or planning to propose on design, development, and/or delivery of space flight hardware, software, mission integration services or other critical systems related to NASA. The contractor should not assume that Government performance of a contracted task is a form of mitigation.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Organizational Conflicts of Interest (OCI) Mitigation Plan shall include the following:
 - a. Organizational conflicts of interest pertaining to impaired objectivity shall be addressed as follows:
 1. Describe the nature of the conflict including any business relationships that might create a conflict with the performance of the work statement
 2. Describe the plan for avoiding, neutralizing, or mitigating the conflict, including the following with regard to subject matter experts/technical experts if applicable:
 - (a) That the management reporting chains between this contract and the work performed by the subject matter experts/technical experts for the conflicting business relationship are separated from each other.
 - (b) That the subject matter experts/technical experts when performing under this contract are physically separated from the portion of the company performing the work for the conflicting business relationships.
 - (c) That each subject matter expert/technical expert performing under this contract signs an express, binding, written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this order.
 - (d) That techniques are in place to ensure that the contractor shall not favor the conflicting business relationships and will avoid the appearance of conflicts of interest.

DRD Continuation Sheet

TITLE: Organizational Conflict of Interest (OCI) Mitigation Plan

DRD NO.: 1293MA-008

DATA TYPE: 1

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15. DATA PREPARATION INFORMATION (CONTINUED):

- b. With regard to access to nonpublic information, the avoidance plan shall contain a plan to safeguard all proprietary/sensitive data the contractor (including all employees and subject matter experts/technical experts) receives. This plan shall include:
 - 1. A provision that the contractor shall not disclose or improperly use the proprietary/sensitive data received or accessed under this contract.
 - 2. A provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.
 - 3. A provision that information technology shall be protected to prevent unauthorized disclosure of information.
 - 4. A provision that employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
 - 5. A requirement that subcontractors have appropriate OCI mitigation procedures in place for the use of subject matter experts.
 - 6. A requirement for periodic self-audits, the results of which shall be made available to the Government.
 - 7. Initial and periodic refresher OCI training for the contractor employees/experts working on this contract.
 - 8. A description of organizational and employee sanctions for violation of the OCI order clause or OCI Mitigation Plan provisions.
 - 9. Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
 - 10. A provision requiring the contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.
 - 11. A provision requiring the contractor to update the OCI Mitigation Plan upon occurrence of any event that will cause a change to the plan.

15.4 **FORMAT:** Contractor format is acceptable and shall follow the guidelines as listed in 15.3 of this DRD.

15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

- | | | |
|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1293 | ISSUE: Draft RFP | 2. DRD NO.: 1293QE-001 |
| 3. DATA TYPE: 1 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/1 |
6. **TITLE:** Software Engineering Quality Plan
7. **DESCRIPTION/USE:** To document the overall Software Engineering principles, as well as the specific processes, to be applied towards: optimizing the quality and maintainability of NEACC systems, applications, and platforms and promoting increasing efficiencies within the NEACC factory.
8. **OPR:** QD21 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** No later than 10 working days after the effective date of the Contract.
12. **SUBMISSION FREQUENCY:** Annually, or as updates are applied
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 5.1.4.1, 5.1.4.3, 5.1.4.11 and 5.3.5
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Software Engineering Quality Plan will identify the overall Software Engineering approach and the specific processes to be applied to all factory operations.
- 15.2 **APPLICABLE DOCUMENTS:**
- 15.3 **CONTENTS:** The Software Engineering Quality Plan will identify, at a minimum, the approaches for: gathering and documenting business requirements; gathering and documenting technical requirements; maintaining requirements related documentation—or its equivalent—in a current state; for linking together requirement levels where required; creating and maintaining test plans; the use of manual versus automated testing; recording and managing defects prior to a software release; recording and managing defects following a software release; tracking overall product quality and identifying root causes resulting in any compromises to quality; implementing an effective continuous improvement approach; implementing industry best-practice Software Development Lifecycle approaches, to include standards for the documentation of application development designs and specifications, individual code components, and associated verification tests.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1293 **ISSUE:** Draft RFP
2. **DRD NO.:** **1293SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/4
6. **TITLE:** Safety, Health, and Environmental (SHE) Plan
7. **DESCRIPTION/USE:** A contractor generated document that describes the contractor's approach to assuring compliance with the Marshall Space Flight Center (MSFC) SHE core program requirements. The contractor's SHE Plan shall describe how the contractor will (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental program in accordance with NFS 1852.223-73.
8. **OPR:** AS10/QD12 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Preliminary with proposal
12. **SUBMISSION FREQUENCY:** During Phase-in, no later than twenty days after the beginning of the Phase-in period; update as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** NFS 1852.223-70, *Safety and Health*; NFS 1852.223-72, *Safety and Health (Short Form)*; NFS 1852.223-73, *Safety and Health Plan*; NFS 1823.570, *Drug-and alcohol-free workforce*; FAR 52.223-10, *Waste Reduction Program*. DRD 1293SA-002, *Mishap and Safety Statistics Report*. PWS paragraph 2.6.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan describes the contractor's methods of planning, implementing and controlling industrial safety, occupational health, and environmental requirements to ensure compliance with the MSFC SHE program over the duration of this contract.
- 15.2 **APPLICABLE DOCUMENTS:** Code of Federal Regulations (CFR) and listed consensus standards are applicable to all contracts to the extent specified in the contract. NASA and MSFC documents are applicable to all contracts performed onsite to extent specified in the contract.

29 CFR Part 1903	<i>Inspections, Citations, and Proposed Penalties</i>
29 CFR Part 1910	<i>Department of Labor; Occupational Safety and Health Administration Standards for General Industry</i>
29 CFR Part 1926	<i>Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry</i>
CFR Title 40 Parts 1-1068	<i>Protection of Environment</i>
ANSI Standards applicable to the scope of this contract	
NFPA Standards	<i>National Fire Codes</i>
NASA-STD-8719.11	<i>Safety Standard for Fire Protection</i>
NPR 3792.1	<i>Plan for a Drug-Free Workplace</i>
NPR 8715.3	<i>NASA General Safety Program Requirements</i>
MPR 1040.3	<i>MSFC Emergency Plan</i>
MPD 1800.1	<i>MSFC Smoking Policy</i>
MPR 1800.1	<i>Bloodborne Pathogens</i>
MPR 1800.2	<i>MSFC Ergonomics Program</i>
MPR 1810.1	<i>MSFC Occupational Medicine</i>
MPD 1840.1	<i>MSFC Environmental Health Program</i>
MPR 1840.1	<i>MSFC Confined Space Entries FFFASUFF one of the FFFAFFFFAF gram</i>

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

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15. DATA PREPARATION INFORMATION (CONTINUED):

MPR 1840.2	<i>MSFC Hazard Communication Program</i>
MPD 1840.3	<i>MSFC Respiratory Protection Program</i>
MPR 1840.3	<i>MSFC Hazardous Chemicals in Laboratories Protection Program</i>
MPR 1840.4	<i>MSFC Asbestos Program</i>
MPD 1860.1	<i>Laser Safety</i>
MPD 1860.2	<i>MSFC Radiation Safety Program</i>
MPR 3410.1	<i>Training</i>
MWI 3410.1	<i>Personnel Certification Program</i>
MPD 8500.1	<i>MSFC Environmental Management Policy</i>
MPR 8500.1	<i>MSFC Environmental Management Program</i>
MPR 8500.2	<i>MSFC Environmental Management System Manual</i>
MWI 8540.2	<i>Affirmative Procurement Program for Environmentally Preferable Products</i>
MWI 8550.1	<i>Waste Management</i>
MWI 8550.2	<i>Storm Water Management</i>
MWI 8550.3	<i>Wastewater Compliance</i>
MWI 8550.4	<i>Air Emissions Compliance</i>
MWI 8550.5	<i>Chemical Management</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
MPR 8715.1	<i>Marshall Safety, Health and Environmental (SHE) Program</i>
MWI 8715.1	<i>Electrical Safety</i>
MWI 8715.2	<i>Lockout/Tagout Program</i>
MWI 8715.3	<i>Hazard Identification & Warning System</i>
MWI 8715.4	<i>Personal Protective Equipment (PPE)</i>
MWI 8715.5	<i>Building Manager Program</i>
MWI 8715.9	<i>Occupational Safety Guidelines for Contractors</i>
MWI 8715.10	<i>Explosives, Propellants, & Pyrotechnics Program</i>
MWI 8715.11	<i>Fire Safety Program</i>
MWI 8715.12	<i>Safety, Health, and Environmental Finding Tracking System (SHEtrak)</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>
MWI 8715.15	<i>Ground Operations Safety Assessment & Risk Mitigation Program</i>
MPD 8900.1	<i>Medical Operations Responsibilities for Human Space Flight Programs (NOTE: This document only applies to Space Station contracts)</i>

15.3 CONTENTS: The contractor's Safety, Health, and Environmental (SHE) Plan shall provide a clear description of their approach and methods for ensuring their compliance with the following five (5) MSFC SHE Core Program Requirements (CPR) and the applicable documents listed in 15.2 to the extent specified as applicable to this contracted effort.

a. Management leadership and employee involvement:

1. A description of the contractor's policy and management's commitment to (1) provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), (2) protect the property and the environment, and (3) ensure compliance with EPA, OSHA, NASA, MSFC MPR 8715.1 and all other MSFC SHE document requirements listed in 15.2 that are applicable to this contracted effort.
2. A description of how the contractor ensures managers and employees are (1) held accountable to perform their jobs/tasks in a safe and healthful manner while also protecting the environment, (2) fully understand their roles and responsibilities in the MSFC SHE Program, and (3) when applicable, how these accountabilities, roles and responsibilities are flowed-down to all subcontractors.
3. A description of the actions taken by the contractor or the disciplinary program implemented when management or employees are discovered **not** performing their jobs/tasks in a safe and healthful manner, **not** protecting the environment, or **not** complying with MSFC SHE program requirements. When applicable, include how these actions or disciplinary program is also flowed-down to all subcontractors.

DRD Continuation Sheet

TITLE: Safety, Health, and Environmental (SHE) Plan

DRD NO.: 1293SA-001

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15. DATA PREPARATION INFORMATION (CONTINUED):

4. A description of how the contractor conducts and documents monthly SHE meetings and SHE awareness training for employees. (**NOTE:** Onsite contractors and contractors located at MAF, when applicable, shall document their monthly SHE meetings and SHE awareness training in the MSFC Supervisors Safety Web page (SSWP).)
 5. A description of how the contractor conducts and documents self evaluations of their safety, health and environmental program. Include the frequency of when the contractor conducts these self evaluations.
 6. Provide the identification, by title, of the individual assigned by the contractor to be responsible for implementing the contractor's SHE program elements and designated to serve as the day-to-day SHE Point of Contact (POC) for this contracted effort.
- b. System and worksite analysis:
1. A description of how the contractor ensures potentially hazardous conditions identified in their work area, assigned jobs/tasks, and operations are evaluated/assessed and the hazardous conditions are removed or controlled (e.g., hazard analysis, safety assessment, risk assessment, safety review, and employee identified concerns).
 2. A description of how the contractor conducts and documents formal safety inspections of their worksite as required by OSHA in accordance with 29 CFR Part 1903. Include the frequency of when these inspections are conducted.
 3. A description of how each contractor supervisor conducts and documents the monthly safety visits of their assigned work area in accordance with MPR 8715.1 and MWI 8715.12. (**NOTE:** Onsite safety visits shall be performed once per month per supervisor and documented in the MSFC SSWP.)
- c. Hazard prevention and control:
1. A description of how the contractor ensures all mishaps and close calls are reported, documented, and investigated to the extent necessary to determine root cause in accordance with MWI 8621.1. (Reference DRD 1293SA-002, *Mishap and Safety Statistics Report*).
 2. A description of the contractor's policy to conduct post-mishap drug and alcohol testing when the initial mishap investigation provides reason to believe an employee's actions or failure to perform a required action is reasonably suspected of having caused or contributed to the mishap in accordance with NPR 3792.1, "Plan for Drug-Free Workplace." (**NOTE:** In the event a mishap results in a fatality or serious injury requiring immediate hospitalization, or substantial damage to property estimated to exceed \$10,000 post-mishap drug and alcohol testing can be required and the results of these tests shall be provided to the MSFC Contracting Officer.)
 3. A description of how the contractor ensures contractor employees are trained to and given the authority to suspend or stop work when they notice safety, health or environmental conditions that warrant such action in accordance with 29 CFR 1903 and MPR 8715.1.
- d. Safety, health and environmental training:
2. A description of how the contractor evaluates/assesses each job/task/operation conducted by the contractor to ensure each contractor employee is (1) aware of the specific hazards associated with the job/task/operation they will be expected to perform, (2) trained to recognize hazards and avoid accidents, and (3) fully understands the contractor's disciplinary program in accordance with 29 CFR Part 1903, MPR 3410.1, and MPR 8715.1. (**NOTE:** Onsite employee and employees located at MAF, when applicable, training assessments shall be performed using the SHE Training Assessment located on the MSFC SSWP and documented in the MSFC SSWP.)
 3. A description of how the contractor identifies (1) competent employee, (2) qualified employee, (3) authorized employee, or (4) certified employees and provides and documents OSHA required training for these employees that have been identified to perform specific operations that require job specific training in accordance with the applicable parts of 29 CFR 1910 or 29 CFR 1926 for the job/task/operation being performed. [**NOTE:** This applies to job categories that do **not** require a MSFC Safety Certification per MWI 3410.1.]

DRD Continuation Sheet**TITLE:** Safety, Health, and Environmental (SHE) Plan**DRD NO.:** **1293SA-001****DATA TYPE:** 2**PAGE:** 4/4

15. **DATA PREPARATION INFORMATION (CONTINUED):**15.4 **FORMAT:** Contractor format is acceptable, but it is recommended to follow the MSFC SHE CPR order as listed in 15.3 or provide a Matrix that clearly links where each MSFC SHE CPR sub-element is addressed in the contractor's SHE Plan.15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

DATA REQUIREMENTS DESCRIPTION (DRD)

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|-------------------------|------------------|--------------------------------------|
| 1. DPD NO.: 1293 | ISSUE: Draft RFP | 2. DRD NO.: 1293SA-002 |
| 3. DATA TYPE: 3 | | 4. DATE REVISED: |
| | | 5. PAGE: 1/3 |
6. **TITLE:** Mishap and Safety Statistics Reports
7. **DESCRIPTION/USE:** To provide reporting of metrics, mishaps, close calls, and serious non-occupational injuries or illnesses.
8. **OPR:** QD12 9. **DM:** IS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
- a. **Safety Statistics** for the previous month shall be submitted by the 10th of each month after contract award to the MSFC Industrial Safety Branch. Safety statistics for work performed at Michoud Assembly Facility (MAF) shall be submitted to the MSFC Safety and Mission Assurance (S&MA) representative located at MAF.
 1. Safety statistics shall be reported using MSFC Form 4371 or an equivalent electronic notification system.
 2. Safety statistics reports shall include: contract number, subcontractors, NAISC codes, number of employees, number of supervisors, hours worked, and number of injuries including days away from work and/or first-aid cases, number of incidents involving equipment or property damage, and number of supervisors and employees up-to-date with required MSFC Safety, Health, and Environmental (SHE) Training. (SHE training is only applicable to onsite contracts.)
 - b. **Initial reporting for Type A, Type B, and Type C that involves a lost time injury or illness, and any High-Visibility Close Calls** for ALL contractors working **onsite** shall be reported to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness. For these types of mishaps the initial notification can be made by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. At MAF call (504) 257-2526.
 - c. **Initial reporting for Type C that does not involve a lost time injury or illness, Type D, and Low-Visibility Close Calls** for ALL contractors working **onsite** shall be reported to the MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 4 hours** of occurrence or awareness by:
 1. Direct input through the "SHE Report" located on the Safety, Health & Environmental (SHE) webpage located on "Inside Marshall." On the SHE webpage select the "Mishaps, Questions and Concerns" pull-down menu, then select "Report Mishaps/Close Calls/ Concerns." (At MSFC this is the preferred method of reporting), or
 2. Calling the Safety Hotline (256) 544-0046, [at MAF call (504) 257-2526] or
 3. Direct input into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative. Access to IRIS database can be obtained from the MSFC S&MA IRIS administrator located in the MSFC Industrial Safety Branch after contract award.
 - d. **Initial reporting for Type A and B mishaps and High-Visibility Close Calls** for contractors working **offsite** shall be reported to MSFC Industrial Safety Branch as soon as possible after initiating emergency response, but **no later than 1 hour** of occurrence or awareness by calling the Safety Hotline (256) 544-0046 then followed up within 24 hours with an entry into the NASA Incident Reporting Information System (IRIS) by the contractor designated IRIS representative.
 1. If a contractor employee has any type mishap while visiting a MSFC controlled site, they shall report immediately to their site sponsor in addition to other reporting requirements.
 - e. **Initial reporting for Type C and D and Low-Visibility Close Calls** for contractors working **offsite** shall be reported via the Safety Statistics Report submitted monthly.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1293SA-002

DATA TYPE: 3

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11. INITIAL SUBMISSION (CONTINUED):

- f. **Initial reports for all mishaps and Close Calls** shall provide as much information as possible, but at a minimum include the following: location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person's name and phone number in accordance with MWI 8621.1 and NPR 8621.1.
- g. **Reporting of a non-work-related fatality or serious injury or illnesses that occur to contractor employee while working onsite shall be within 24 hours** of occurrence or awareness of injury by:
 - 1. Notifying the Contracting Officer and MSFC Industrial Safety Branch. (For contractors working offsite reporting of a non-work-related injury or illness notification is at the discretion of the family.)
- h. **Follow-up reporting for ALL contractors:**
 - 1. **Type A or B mishaps, Type C that involves a lost time injury or illness, or High-Visibility Close Calls:** Follow-up report **within 24 hours** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
 - 2. **Type C that does not involve a lost time injury or illness, or D mishaps, or Low-Visibility Close Calls:** Follow-up report or update **within 6 days** after the initial notification through IRIS entry by the contractor designated IRIS representative, or electronic submittal to MSFC Industrial Safety Branch.
 - 3. **Type A, B, and Close Calls with High-Visibility Type A or B potential Investigation Mishap Board Report:** submitted after completion of investigation. Corrective Action Plan submitted upon Endorsing Official approval.
 - 4. **All Mishaps:** Follow-up Corrective Action Plan/Status 30 days after first mishap.
- i. **Safety Concerns, Hazards, and non-reportable mishaps** for contractors working **onsite** shall be reported per MPR 8715.1 and MWI 8715.13.
- j. Mishaps and Close Calls that occur at MAF shall be reported within the times specified in sections a thru g to the MSFC S&MA representative located at MAF by calling (504) 257-2526.
- k. Follow-up reporting for mishaps and Close Calls reported at MAF shall be reported within the times specified in section h to the MSFC S&MA representative located at MAF.

- 12. SUBMISSION FREQUENCY:** Safety Statistics (MSFC Form 4371, IRIS entry, or an equivalent electronic submittal) - By the 10th of each month to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF. All Mishaps: Monthly Follow-up Corrective Action Plan/Status until corrective actions implemented and closure received by updating record in IRIS data base (preferred) or electronic submittal to MSFC Industrial Safety Branch or for work performed at MAF to the MSFC S&MA representative located at MAF.

13. REMARKS:

- 14. INTERRELATIONSHIP:** DRD 1293SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 2.6.2

15. DATA PREPARATION INFORMATION:

- 15.1 SCOPE:** The Mishap and Safety Statistics Reports document all mishaps and close calls as required in NPR 8621.1.

15.2 APPLICABLE DOCUMENTS:

NPR 8621.1	<i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i>
MPR 8715.1	<i>MSFC Safety, Health, and Environmental (SHE) Program</i>
MWI 8621.1	<i>Close Call and Mishap Reporting and Investigation Program</i>
MWI 8715.13	<i>Safety Concerns Reporting System (SCRS)</i>

- 15.3 CONTENTS:** The Mishap and Safety Statistics Reports shall contain the information required by NPR 8621.1 and MWI 8621.1.

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: 1293SA-002

DATA TYPE: 3

PAGE: 3/3

15. **DATA PREPARATION INFORMATION (CONTINUED):**

15.4 **FORMAT:** The following formats or electronic equivalent shall be submitted:

- a. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics" or an equivalent electronic notification system that provides all necessary information listed in a.2.
- b. Mishap Board Report using the format provided in NPR 8621.1.
- c. Additional Information Submittal per MWI 8621.1.

15.5 **MAINTENANCE:** None required

15.6 **DEFINITIONS:**

NASA Mishap. An unplanned event that results in at least one of the following:

- a. Injury to non-NASA personnel, caused by NASA operations.
- b. Damage to public or private property (including foreign property), caused by NASA operations or NASA-funded development or research projects.
- c. Occupational injury or occupational illness to NASA personnel.
- d. NASA mission failure before the scheduled completion of the planned primary mission.
- e. Destruction of, or damage to, NASA property except for a malfunction or failure of component parts that are normally subject to fair wear and tear and have a fixed useful life that is less than the fixed useful life of the complete system or unit of equipment, provided that the following are true: 1) there was adequate preventative maintenance; and 2) the malfunction or failure was the only damage and the sole action is to replace or repair that component.

Close Call. An event in which there is no injury or only minor injury requiring first aid and/or no equipment/property damage or minor equipment/property damage (less than \$1000), but which possesses a potential to cause a mishap.

High Visibility (Mishaps or Close Calls). Those particular mishaps or close calls, regardless of the amount of property damage or personnel injury, that the Administrator, Chief/OSMA, CD, AA/OIA, or the Center SMA director judges to possess a high degree of programmatic impact or public, media, or political interest including, but not limited to, mishaps and close calls that impact flight hardware, flight software, or completion of critical mission milestones.

Type A Mishap. A mishap resulting in one or more of the following: (1) an occupational injury or illness resulting in a fatality, a permanent total disability, or the hospitalization for inpatient care of 3 or more people within 30 workdays of the mishap; (2) a total direct cost of mission failure and property damage of \$1 million or more; (3) a crewed aircraft hull loss; (4) an occurrence of an unexpected aircraft departure from controlled flight (except high performance jet/test aircraft such as F-15, F-16, F/A-18, T-38, OV-10, and T-34, when engaged in flight test activities).

Type B Mishap. A mishap that caused an occupational injury or illness that resulted in a permanent partial disability, the hospitalization for inpatient care of 1-2 people within 30 workdays of the mishap, or a total direct cost of mission failure and property damage of at least \$250,000 but less than \$1,000,000.

Type C Mishap. A mishap resulting in a nonfatal occupational injury or illness that caused any days away from work, restricted duty, or transfer to another job beyond the day or shift on which it occurred, or a total direct cost of mission failure and property damage of at least \$25,000 but less than \$250,000.

Type D Mishap. A mishap that caused any nonfatal OSHA recordable occupational injury and/or illness that does not meet the definition of a Type C mishap, or a total direct cost of mission failure and property damage of at least \$1,000 but less than \$25,000.

Offsite. Location or facility **not** owned or controlled by MSFC.

Onsite. Location or facility owned or controlled by MSFC.